



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CREATIVE ARTS THERAPY SUPERVISOR

Job Number: 20000962

Job Code: 41220V161016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 02/16/2007

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional Creative Arts Therapists in implementing therapeutic programs, performs professional Creative Arts Therapy duties in a state facility or institution; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Master's degree from an accredited college or university.

#### **EXPERIENCE:**

Must have five (5) years of professional experience as an Art Therapist, Dance Therapist or Music Therapist.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

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NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Art Therapy: Must have current ATR-BC (Registered Art Therapist-Board Certified) credential as recognized by the ATBC (Art Therapy Credentials Board, Inc.) For additional information refer to: <http://www.atcb.org/>, or <http://www.arttherapy.org/> Within six (6) months of employment in this classification must obtain CPAT (Certified Professional Art Therapist) Dance Therapy: Must have current ADTR (Academy of Dance Therapists Registered) credential as recognized by the ADTA (American Dance Therapy Association). For additional information refer to: <http://www.adta.org> Music Therapy: Must have current MT-BC (Music Therapist-Board Certified) credential from the CBMT (Certification Board for Music Therapists). For additional information refer to: <http://www.cbmt.org>

www.cbmt.org/ Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises professional staff in implementing therapeutic programs. Evaluates, plans, schedules and provides Creative Art(s) Therapy interventions appropriate to the needs, development levels and abilities of the clients. Develops, provides and maintains appropriate assessments, treatment plans, charting and programs notes on assigned clients. Provides group and individual therapy as appropriate. Interprets and enforces department rules, regulations and policies. Participates in the revision or development of policies in relation to Creative Art(s) Therapies. Plans purchases of equipment and supplies. Directs the expansion of therapy and provides consultations services as indicated. Develops and implements plans for the professional guidance and development of therapists, students and other related professions. Conducts staff meetings. Prepares technical reports to medical or other staff on patients' behavior and progress. Coordinates the work of support staff and para-professional employees. Determines needs and makes recommendations for supplies and equipment. Interprets, applies and enforces departmental rules, regulations and policies as they relate to the therapy program. Performs supervisory duties such as interviewing and recommending employment and completion of employee performance evaluations. Drafts professional, technical and administrative reports and papers. May supervise practicum students in individual professions.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically will take place in a private treatment room with a water supply, adequate lighting, storage and ventilation (as needed for specific modalities). A separate office space will be provided for documentation and storage of confidential files.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*